City of Jacksonville, Florida

Lenny Curry, Mayor

Employee Services Department
City Hall, 117 West Duval St., Suite 150
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

To: Greg Pease, Chairperson
Professional Services Evaluation Committee

From: Mary DiPerna, Chief, Compensation and Benefits
Carolina Teran-Oceguera, Manager, Compensation and Benefits

Re: Certification Letter for P – 24-20 FSA and COBRA Administration

Date: March 18, 2020

Please take the appropriate action to issue a Request for Proposal (RFP) referenced above.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of this RFP is to select a qualified provider who is interested and capable of providing FSA and COBRA Administration for City employees, retirees, and eligible dependents, and those employees of several outside agencies.

2. The objectives of this service are to provide services at affordable and competitive costs.

3. The estimated period of time that the plan will be needed is January 1, 2021 through December 31, 2025.

4. The estimated cost is unable to be determined at this time. This information can be provided after the final fee and contract negotiations.

5. The proposed service will not be duplicated because the current contract expires on December 31, 2020.

6. List of current contracts or prior services that will be related to the proposed service. TASC – COBRA, Discovery –Flexible Spending and both will expire December 31, 2020.

7. The City cannot perform this service due to lack of personnel.

8. A subcommittee composed of Mary DiPerna, Chief, Compensation and Benefits (255-5552) and Carolina Teran-Oceguera, Manager, Compensation and Benefits (255-5553) will accept and review all proposals submitted for this service.

9. The funding source for internal billing is Fund 56201, Center 131103, and Account 531090.

10. The names and addresses of specific consultants the using agency wishes to be included in the solicitation process.

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11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated May, 2018

(See: http://inside.coj.net/op/pr/default.aspx)

Subcommittee Member Signature — TITLE: Chief, Compensation and Benefits

Subcommittee Member Signature — TITLE: Compensation & Benefits Accounting Manager